

CVPPA ARTICLE 15 EVALUATION PROCEDURES

A. Evaluation Calendar 28

1. Bargaining Unit members are to be formally evaluated based on the following schedule (based on their years of certificated experience with CVUSD):

Years one (1), two (2), three (3), four (4), six (6), eight (8), ten (10), fifteen (15), twenty (20), twenty-five (25), thirty (30) and every five years afterward.

At a minimum, temporary/probationary unit members shall be observed once and evaluated once annually until permanent status is attained.

2. "In accordance with Education Code § 44664 (a)(3), unit members shall be evaluated once every five years, provided the following conditions are met:
 - a. The unit member has been employed by the District for at least ten years;
 - b. The unit member's previous evaluation rated the employee as meeting or exceeding standards; and
 - c. The evaluator and the unit member agree to such an evaluation schedule. The unit member or the evaluator may withdraw consent for this extended evaluation schedule at any time."
3. Between September 15 and November 1 the evaluator and evaluatee shall meet to establish mutually agreed upon written objectives, techniques, and methods for assessment and evaluation. Principals who are not the evaluators may be present at this conference. Following agreement on objectives, the form will be signed by the evaluator and the evaluatee and a copy given to the evaluator, each supervisor who will be concerned and to the evaluatee. If agreement upon objectives cannot be reached at the first conference, a second conference shall be scheduled as soon as possible after the first conference. If agreement still cannot be reached, the matter will then be referred for resolution to the Assistant Superintendent, Instructional Services for psychologists, the Director of Secondary Education for secondary counselors and the Director of Elementary Education for elementary counselors. 29
4. At times throughout the school year, as determined by the principal or designee, the immediate supervisor in accordance with B. and C. below, formal observations and visitations may be made by them as evaluator. A conference will be held to review and to revise the objectives whenever assignments are changed. At the option of either the evaluator or the evaluatee additional conferences will be held to review the objectives, but these shall be limited to not more than one (1) conference per quarter except where, in the opinion of the principal (or immediate supervisor), extenuating circumstances dictate the advisability of additional conferences.

In the event an evaluatee needs improvement or is unsatisfactory in his/her performance, the evaluator will so indicate in a written statement on the observation/evaluation form, listing suggestions for improvement. The evaluator shall confer with the evaluatee, making specific recommendations as to areas of improvement, and endeavor to assist him/her in such performance.

Additional observation and review conferences may be conducted as necessary.

5. Every effort shall be made so that by March 1 all members of the unit will have received a written report of at least one (1) observation. The principal or designee, or the immediate supervisor in accordance with B. and C. below, shall complete at least one (1) formal, written evaluation and hold a follow-up conference each school year by May 15 for all members of the unit, with a copy of such written evaluation filed in the office of the Assistant Superintendent, Human Resources, and a copy provided to the evaluator, each supervisor concerned and to the evaluatee.
6. The evaluator's copy of the evaluation and observations will be held by the Assistant Superintendent, Human Resources, for five (5) working days from the date of the conference at which it is discussed with the evaluatee during which time the evaluatee may make a written response to the evaluation or observations, and such response shall, along with the evaluation and any observations, be filed in the personnel file. 30
7. Nothing in this Article to the contrary shall prevent an observation report or evaluation being made at any time during the year.

B. Counselors

Procedures relating to counselors shall be:

1. Counselors under immediate supervision of the principal or designee - When the counselor is under the immediate supervision of the principal or designee, the principal or that individual shall do the evaluation.
2. Counselors located at more than one school - In the case of counselors who operate at more than one (1) school, the evaluation will be made by the principal or designee of the school where the counselor works his/her majority of days. If the counselor works equal time on each site then the Director of Elementary Education shall designate the evaluator. Either principal or designee may, prior to March 1, submit written observation report(s) to the evaluator with a copy to the Assistant Superintendent, Human Resources. Both the observer and the counselor shall sign the observation report and retain copies. If there should be a question raised as to an observation by either the observer or the counselor, either may request that the matter be referred to the Director of Secondary Education for secondary counselors and the Director of Elementary Education for elementary counselors.

C. Psychologists

Since psychologists, while on the school site, are under the general supervision of the principal but remain under the technical direction of the Director of Special Education or designee. The evaluation of technical expertise will be the responsibility of the Director of Special Education or designee in collaboration with site administration. The Director of Special Education or designee shall submit written observations to the Human Resources office by March 1. Both the observer and the psychologists shall sign the observation report and retain copies. If there should be a question

raised as to the observation by either the observer or the psychologist, either may request that the matter be referred to the Assistant Superintendent, Human Resources.

D. The evaluation and the observations shall be in the format of forms developed by the District and after consultation with the Association.